

Document Title: IQA Policy

Internal Quality Assurer Policy

“Up Grade Me” IQA Statement

“UGMT” Training will aim for continuous improvement in the quality of all aspects of its work as part of its Commitment to help learners achieve the Best possible results

The Quality Assurance Policy is to ensure the continuous improvement through a process of self-evaluation and action planning. This Policy and associated procedures will involve all employees and collaborative partners. The management of the process will be through the existing organisational structure. Line managers will initiate procedures within their teams and collate and agree self-assessment reports and action plans. Although quality assurance involves all employees it is the IQA's responsibility to ensure standards are being met and to advise where necessary to ensure to upkeep of those standards.

The quality procedures will seek the views and perceptions of learners and other stake holders for whom the services of “UGMT” exist.

Wherever appropriate, the procedures will promote the identification of quality standards and performance indicators against which performance can be measured, evaluated and improved.

Responsibility for Implementation

All staff (managers, tutors, assessors, and support staff) are responsible for the implementation of the Quality Assurance Policy. The **Head of Centre's responsibility** is to ensure there is an annual review of the policy and everyone who is employed or work in partnership with “UGMT” is to engage positively in the policy review and ensure implementation.

The IQA will be responsible for regularly checking the quality of assessments and their delivery by reviewing course quality assessment documents IE. Initial English Assessment, pre course check forms and by conducting unannounced spot checks.

Meeting requirements for qualification.

Requirements for each individual qualification will be regularly checked by checking the qualification specifications or by communicating with the sector skills council/bodies. “UGMT” will communicate any changes to qualifications by email if clarification is needed all staff involved in the delivery/assessment of a qualification will be able discuss verbally with IQA or Head of Center.

IQA Sampling Strategy

Tutors will be given a risk grade depending on their, experience and ability this grade can also be affected by the finding from an IQA Live observation or sampling of a course. i.e. the IQA may set an action plan for the assessor or tutor to improve in a certain area so they may be given a higher risk grade until they are sampled/visited again and shown evidence of improvement.

Upgrade me will be using a GREEN, AMBER, RED system as explained below:

- Green:** Tutors who have been delivering regulated First Aid Training over 1 year and has delivered more than 10 Courses with no “Major” Actions
Requires 1 IQA Visit once delivered 20 courses or every 12 months if less. Sampling done every 10 courses
- Amber:** Tutors who have been with delivering regulated First Aid Training over 1 year but has delivered less than 5 courses with no “Major” actions. New Tutors who can prove they have delivered first aid for over a year will also fall into this category.
Requires 1 IQA Visit once delivered 10 courses or every 6 months whichever is less Sampling done every 5 courses
- Red:** Tutors who have been delivering regulated First Aid for Less than 1 year and has delivered less than 5 courses with no “Major” actions
Requires: an IQA visit every course until 10 courses delivered with no action.

The tutor/assessors previous experience with other centers can be put into account if there is a clear traceable trail of their previous experience

We understand that different awarding organisation regulating First Aid courses might have different requirements. Before any trainer delivers a course which is regulated by an AO they haven't worked with before. A full orientation of requirement will be done via zoom or in person where the trainer will also have the opportunity clarify any concerns they may have.

Focus of Quality Assurance

Adult Curriculum

- To encourage continuous improvement in the quality of all teaching and learning programmes, thereby making learning and enjoyable activity and through this, increasing learner retention and the achievement of individual learning aims
- To develop and sustain a diverse range of programmes across Centres which provide opportunities for progression and which provide learners with experiences and wherever appropriate, qualifications suited to their learning aims
- To ensure rigorous, standardised and consistent assessment procedures, which meet the standards of external validating agencies

- To provide information which supports strategic planning for “UGMT”’s business development
- To monitor and evaluate the procedure for advising, interviewing and counselling learners at entry and throughout their time at “UGMT”
- To establish standards and monitoring procedures for providing a supportive and accessible range of services to all learners

Staff

- To review regularly the performance, training and developmental needs of all employees.
- Through the Continuing Professional Development Plan, to offer training and development to individuals from Induction and throughout their employment
- To monitor and evaluate performance and developmental needs through three internal observations a year and one external observation
- To monitor and evaluate the effectiveness of the training and development against “UGMT”’s strategic goals.

Learners

- All learners at Induction will be made aware of the quality standards at “UGMT”
- All learner feedback including comments in the suggestion box, review meetings and exit questionnaires will be analysed and acted upon
- All learners performance at “UGMT” will be monitored and evaluated
- All learners files will be continuously and rigorously assessed for quality

Employers

- All employers will be made aware of the quality standards of “UGMT”
- All employers will be assessed for safeguarding procedures
- All employers will be monitored and evaluated on the quality of placement offered

Procedure

The process of quality control requires **all staff** to meet on a regular basis to review their work, set standards and monitor learner perceptions and achievements.

- Quality control will be carried out against agreed criteria which will incorporate performance indicators
- Statistical analysis will be carries out against agreed criteria which will incorporate performance indicators
- Review will be supported by analysis of learner, employees and stakeholder views and perception, gathered via questionnaires, surveys and review meetings

The outcome of these processes will provide information:

- To inform the process of “UGMT” self assessment and development planning
- To action plan for improvement at “UGMT” team level
- To highlight issues that need consideration by “UGMT”
- That supports “UGMT”’s business and strategic planning cycle
- That supports “UGMT”’s contract compliance to an exemplary standard